

Approved For Release 2005/11/29 : CIA-RDP58-00039A000200020149-5

Office Memorandum • UNITED STATES GOVERNMENT

CONFIDENTIAL

TO : Chief, Plans & Policy Staff/TR

DATE: 29 June 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 26

I. SIGNIFICANT ITEMS NoneII. OTHER ITEMS

A. TEMPORARY OBLIGATING AUTHORITY FY 1956. In the absence of specific appropriation funds for continuity of operations as of 1 July 1955 into FY 1956 a blanket authority (N 35-310-2) is given to obligate FY 1956 funds at a monthly rate not to exceed one-twelfth of the total obligations incurred during FY 1955. OTR component chiefs should advise BFO/TR of any essential fund requirements in excess of this formula for which exceptions may be requested.

B. PRELIMINARY ESTIMATES FY 1957. Preliminary OTR Budget Estimates for FY 1957 were submitted to the Comptroller 27 June 1955 before the deadline. Any changes in ~~the~~ ^{these} requirements should be coordinated with BFO/TR.

C. CONSTRUCTION, REPAIR, AND PROCUREMENT OF EQUIPMENT [redacted] Authori- 25X1
zation was received from the Director of Logistics and forwarded to [redacted]
[redacted] to obligate FY 1955 funds for the following purposes:

3. Procurement, locally, four Ekotape Model 101-8 recorders at an approximate total cost of [redacted]

D. A & E CONTRACT. The A & E contract for development of a standard test for problem solving ability was received in final form from the Office of Logistics and mailed to [redacted] 25X1
for signature on 27 June 1955. [redacted] was requested to sign and return the original and one copy of the contract as well as to furnish a statement of contingent or other fees.

IOB NO. [redacted] FOR NO. [redacted] FLD NO. [redacted] DOC NO. 37 NO CHANGE
IN CLASS/ (DECLASS) CLASS CHANGED TO: TS S SECRET. JUST. 22
NEXT REV DATE 09 FEB 1956 (14 Dec 59) REVIEWER [redacted] FE DOC 02
NO. PGS 7 CREATION DATE [redacted] ORG COMP // OPI // ORG CLASS S
REV CLASS C REV COORD. [redacted] AUTH: HR 76-3

Approved For Release 2005/11/29 : CIA-RDP58-00039A000200020149-5

SECRET

CONFIDENTIAL

STAT

SECRET**E. OTR VACANCIES - GS POSITIONS.**

<u>Component</u>	<u>Professional</u>	<u>Clerical</u>
Instructor Development Program		
Plans & Policy Staff		
Assessment & Evaluation Staff		
Support Staff/Headquarters		
Support Staff, []		
Basic School		
Intelligence School		
Language & External Training School		
Operations School/Headquarters		
Operations School/Overseas Training		
Operations School, []		
Operations School, []		
TOTAL		

25X1

F. RESIGNATION OF []

[] to resign in the field upon the completion of his accrued annual leave. Arrangements have been made for

G. EQUIPMENT FOR []

Upon receipt of a request from the Property and Supply Officer, [] type equipment, a check was made with the Office of Logistics to determine whether there was any such equipment available in the Agency as surplus. Records of the defunct [] project were found to contain such equipment. This information will be forwarded to the Property and Supply Officer for his use in selecting the items needed. Upon receipt of a list of such items from [] arrangements will be made with the Office of Logistics to transfer the items to []

25X1

25X1

H. SPACE SURVEY. The Real Estate and Construction Division of the Office of Logistics has requested the participation of this office in a space survey, which is being made of all CIA space. This survey is being conducted in connection with the new building during the period 28 June through 1 July.

I. REPLACEMENT FOR []

On 27 June [] met with [] to ascertain his suitability for the [] vacancy at [] has had over twenty-five years experience in [] and, should he be acceptable, will be hired [] He will be available sometime in September.

25X1

25X1

25X1

25X1

J. []

Because of a misunderstanding the [] was scheduled to end 17 June 1955, a total of 9 months. After discussion with [] and Agency personnel concerned, it was decided to continue the course two more months, and negotiate the increased costs with []

25X1

25X1

SECRET

SECRET

K. INSPECTION OF [REDACTED] Arrangements have been made with the Supply Division of the Office of Logistics for the inspection of [REDACTED] This inspection will be conducted by [REDACTED] of the Supply Division.

25X1

25X1
25X1

L. [REDACTED] Weekly report of the utilization of [REDACTED] for the period 22 June through 28 June is attached.

25X1



25X1

Attachment: [REDACTED] Report

SECRET